



## King County

### CLAIMS OFFICER DEPARTMENT OF EXECUTIVE SERVICES HUMAN RESOURCES DIVISION/SAFETY AND CLAIMS SECTION

Hourly Rate Range \$21.47 – \$27.22

Job Announcement No.: 03RM3105

OPEN: 7/14/03 CLOSE: 7/18/03

**WHO MAY APPLY:** This position is open to all King County employees and the public. Hiring preference will be given to qualified King County employees.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required for this position.

**WORK LOCATION:** 7300 Perimeter Road, Boeing Field International Airport, Seattle, WA

**WORK SCHEDULE:** 40-hour week; Monday through Friday, 8:00 a.m. - 5:00 p.m.

**PRIMARY JOB DUTIES INCLUDE:** The individual selected as a result of this recruiting effort will, at the direction of the Claims supervisor, adjudicate workers' compensation claims in accordance with the legal requirements of the industrial insurance laws and the claims management standards of King County. This position will manage workers' compensation claims, including investigating, taking statements, reserving, and reviewing medical records to ensure County compliance with relevant laws, administrative orders, and policies and procedures. This position will communicate with injured workers in a timely, positive manner to explain benefits and decisions; will initiate and coordinate early return to work, light duty and alternative work assignments, and assist in coordinating compliance of County offices with Americans with Disabilities Act (ADA) requirements; interact with physicians, vocational rehabilitation counselors, attorneys, supervisors, administrators and employees with issues related to workers' compensation. This position will communicate and negotiate with the Washington State Department of Labor and Industries on determinations, allowances, denials, closures, re-openings, and permanent disability awards; prepare claims for litigation; and represent the County in subrogation matters.

**QUALIFICATIONS:** Graduation from a college or university with major course work in business administration, public administration or social sciences or a closely related field; and two years of experience managing and processing industrial insurance claims, including vocational rehabilitation; or any equivalent combination of education and experience.

Successful candidates must have the education and experience necessary to demonstrate following knowledge, skills, and abilities in the areas noted: Knowledge of state laws, regulations, and relevant court rulings regarding workers' compensation; knowledge of standard medical and legal terminology, practices and procedures; knowledge of investigation and adjudication practices of industrial insurance claims; knowledge of proper use of the English language, grammar and spelling; excellent oral and written communication skills; problem-solving and analytical skills; skill in the use of a personal computer, word processing and data management software; conflict resolution skills; skill in handling a number of projects or tasks simultaneously; skill in working with a diverse group of individuals; skill in working under pressure and meeting regulatory deadlines.

**NECESSARY SPECIAL REQUIREMENTS:** A minimum of 1-year experience in adjudicating Washington State workers' compensation claims, and certification by the Department of Labor and Industries or ability to obtain certification within 6 months.

**UNION MEMBERSHIP:** Positions in this classification are represented by Teamsters, Local 117.

**CLASS CODE: 8220 SEQUENCE NUMBER: 66-8220-1024**